



COLLYER'S

JOB DESCRIPTION

subject to the current agreed terms and conditions
of employment as set out in the college staff manual

Job Title: **TEACHER**

Job Purpose:

To enable students in all classes taught to learn and reach their potential, through the provision of high quality teaching in an effective learning environment

Accountable to: **Head of Subject**

Responsible for: **Students in classes taught**

Key Responsibilities and Key Tasks:

- 1 Maximise retention and achievement in classes taught, through effective teaching and assessment**
 - a Plan, prepare and teach lessons according to timetable requirements and agreed schemes of work
 - b Provide a varied and relevant range of learning activities for students according to their needs and abilities, including opportunities to develop key skills portfolios
 - c Set, mark and assess students' work, providing constructive and effective feedback to students and parents through course reviews, reports, predicted grades and parents' evenings.
 - d Promote high standards of student attendance, punctuality, work habits and constructive participation in lessons
- 2 Maintain and develop professional skills in support of teaching**
 - a Contribute to curriculum development and attend appropriate meetings
 - b Participate in staff development, appraisal and performance management as set out in college policies and procedures
 - c Continue to curriculum development and attend appropriate meetings
- 3 Look after college and departmental resources**
 - a Take care of work areas and use them effectively
 - b Request repairs, maintenance or cleaning in support of (a)
 - c Take care of books, materials and equipment, ensuring their security
- 4 Support college policies and practices**
 - a Uphold college code of conduct with students taught